



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 4110.2  
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**FASOTRAGRUPAC INSTRUCTION 4110.2**

**Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM**

**Ref:** (a) OPNAVINST 5100.23B  
(b) OPNAVINST 4110.2  
(c) OPNAVINST 5090.1A  
(d) CINCPACFLTINST 5100.5D  
(e) COMNAVAIRPACINST 5100.3B  
(f) NASNIINST 4110.1  
(g) 29CFR 1910.1200, Hazard Communication Standard  
(h) NASNIINST 5100.37  
(i) NAVSUPINST 5100.27  
(j) COMNAVAIRPACINST 5090.1A  
(k) NAVSUPPUB 505

1. Purpose. To implement hazardous material control and management (HMC&M); to comply with references (a) through (g), Codes of Federal regulation 29, 40, and 49; and to assign management functional areas of responsibility.

2. Scope. This instruction, unless otherwise specified, applies to all departments involved in the planning, procurement, acquisition, use, or other disposition of hazardous material (HM) including disposal of resultant hazardous wastes (HW) at FASOTRAGRUPAC.

3. Discussion. Material normally thought to be safe may be hazardous under certain conditions. Therefore, it becomes imperative that procedures to control and regulate the identification, storage, handling, and use of hazardous material be implemented to protect the user, environment, and community.

4. Hazardous Materials. The term "hazardous" describes those materials which are injurious to other materials and/or to personnel health. This instruction covers materials which are particularly hazardous, or which need special handling and storage precautions. For this instruction, the definition of hazardous material excludes ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical wastes and infectious materials, sewage, garbage, and bulk fuels. A hazardous material has one or more of the following characteristics:

a. A flashpoint below 140 degrees (F), closed cup, or subject to spontaneous heating.

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b. A threshold limit value below 500 ppm for gases and vapors, below 150 mg/M<sup>3</sup> for fumes, and below 25 mppcf for dusts.

c. A single dose oral LD50 below 500 mg/kg.

d. Subject to polymerization with the release of a large amount of energy.

e. A strong oxidizing or reducing agent.

f. Causes first degree burns to skin after a short exposure, or systemically toxic through skin contact.

g. During the course of normal operations, may produce dust, gases, fumes, vapors, mists, or smoke that have one or more of the above characteristics.

5. NAVOSH Hazard Communication Standard. The following are required by the standard:

a. Whenever containers of hazardous material are not properly labeled by the manufacturer, or whenever quantities are separated into smaller units or containers, then hazardous warning labels must be applied.

b. Maintenance and availability of Material Safety Data Sheets (MSDS) and/or Hazardous Material Inventory Sheets (HMIS) at the work center.

c. Training of personnel

d. A written program outlining procedures to meet requirements of the standard.

6. Right-to-Know. The Right-to-know or Hazard Communication Standard issued by OSHA has become a significant safety and health issue with far-reaching effects. It requires each Commanding Officer, through department heads, division officers and supervisors, to advise users of hazardous materials of the potential risks, hazards and harmful effects associated with each hazardous substance. All manufacturers of hazardous materials must provide the user with all the necessary data to safely store, handle and protect personnel. This is accomplished through the use of MSDS's and HMIS's. All users must be trained on the handling, use and storage of hazardous materials. A MSDS and/or HMIS for each hazardous material must be located in the user work center. The following are required:

a. Standard Operating Procedures (SOP) for handling hazardous material shall be posted in each work center and at

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each issue point. The SOP shall include normal handling/use procedures, PPE required, emergency procedures, and emergency phone numbers.

b. All work centers shall carry out an intensive examination of each work place and develop an inventory of all hazardous materials on hand to determine what substances personnel are being exposed to. The inventory shall include both open purchase and government stock items. It shall also include miscellaneous cleaning materials and chemicals.

c. MSDS's and/or HMIS's shall be obtained for all hazardous materials used in each workcenter. A list of all the hazardous materials within a work space, with the location and quantity, shall be provided to the NAVOSH Officer. The work center will maintain an MSDS and/or HMIS for each item on this list. Each MSDS will have a unique number assigned to it. MSDS will be maintained in numerical order according to these numbers.

d. All hazardous materials shall be maintained in an approved containers that are properly labeled. All containers shall be clearly marked with their corresponding MSDS number.

e. All used or outdated hazardous materials shall be disposed of per federal, state, and local regulations.

f. No eating, drinking, or smoking is permitted in any work center where hazardous materials are stored or used, nor shall food be stored in these work areas.

#### 7 Department Heads/Division Officers

a. Ensure only authorized hazardous materials are used in the work place.

b. Provide NAVOSH approved supervisor and technician safety training, PPE, material storage and disposal facilities, SOP's, MSDS's and HMIS's before hazardous materials are introduced into the work center.

c. Enforce safety regulations for the handling of hazardous materials in the work center.

d. Maintain minimum required stock levels of hazardous materials (30 days maximum).

#### 8. Hazardous Material Control Officer

a. Manage the command's Hazardous Material Control program

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b. Ensure personnel are trained concerning the proper use of hazardous materials and protective measures required when working with or exposed to these materials.

c. Ensure affected personnel and their supervisors receive hazardous material training. This training will be conducted using MSDS and/or HMIS worker-oriented data sheets in addition to standard Federal and U.S. Navy regulations governing hazardous materials.

d. Develop and update, on a quarterly basis, a complete inventory of all hazardous material used by command personnel

e. Requisition and distribute only authorized hazardous materials.

f. Accept and distribute hazardous materials that are properly labeled and packaged.

g. Coordinate hazardous waste disposal with NAS North Island Supply.

h. Serve as the command's Hazardous Material/Waste Control Coordinator per reference (h).

i. Ensure inventories of hazardous material are maintained, including nomenclature, stock number and location. Ensure hazardous material is appropriately labeled.

j. Ensure MSDS's and/or HMIS's for each potentially hazardous item are available to command personnel.

k. Report and investigate releases of hazardous materials per references (i) and (j).

l. Ensure hazardous materials are to be shipped by military air are prepared per reference (k).

9. NAVOSH Officer

a. Maintain and distribute the list of authorized hazardous materials. Minimum requirements for authorizing hazardous materials are:

PPE available for specific hazardous materials.

(2) NAVOSH approved storage and disposal facilities in place.

MSDS and or HMIS available.

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b. Maintain a library of all MSDS's and HMIS's for distribution to the work centers.

10. Requisitioning. The following procedures apply for requisitioning hazardous materials:

a. No item of Hazardous Material may be procured, stored or used by FASOTRAGRUPAC unless the material in question is included by name on the Hazardous Material Authorized Use List (HAUL) maintained by NASNI NAVOSH. Unless an item is included on the HAUL, it cannot be ordered without prior approval of NAVOSH. Requests to alter or append the HAUL must be forwarded by the user to NASNI NAVOSH via Material Support.

b. The work center will submit hazardous material requirements to Material Support (Code 42) on a Material Request for Procurement Form FASOTRAGRUPAC (40) 4235/5. Annotate in the "Remarks" section: "Hazardous Material-Supply Material Safety Data Sheets required". The request must be signed "Requested By" by the supervisor of the work center using the material. If the quantity requested exceeds the 30-day usage indicated on the department's list of authorized hazardous materials, additional "Justification" must be included on the Material Request for Procurement Form and the Division Officer must sign the Material Request Form "Requested By".

c. To prevent substitution of ordered material, Advice code "2B" shall be placed in Blocks 65 and 66 of the supply requisition form when ordering hazardous materials.

d. Material Support will verify that material requests for hazardous materials are authorized. Substitutes will not be accepted until they are included on the list of authorized materials. No hazardous materials will be accepted without an MSDS or HMIS.

e. Material Support will accept delivery of all hazardous materials. Material Support will accept only those deliveries that are properly labeled and packaged. (Bulky items may be delivered directly to the work spaces, however, Material Support must sign for all hazardous material deliveries). Material Support will forward MSDS's and HMIS's received to the NAVOSH Officer.

11. Storage

a. Only lockers meeting NAVOSH requirements shall be used for hazardous material storage. Approved storage lockers will be ordered through Material Support.

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b. No more than one day's usage will be stored in the work center. The materials can be stored only in NAVOSH-approved containers and clearly labeled.

c. Bulk storage of hazardous materials will be limited to 30 days usage.

d. A current inventory of hazardous material must be maintained in each bulk storage locker. Standard operating procedures and the MSDS or HMIS must be maintained in the storage locker.

e. Current inventory of hazardous material must be filed with the work center Supervisor for accessibility by the Fire Department in case of fire in the locker. Updated hazardous materials inventories will be submitted through the Safety Officer to NASNI NAVOSH no later than the tenth working day of December each year.

12. Use. The following procedures apply for the proper use of hazardous materials:

a. The following prerequisites shall be complied with prior to use of a hazardous material in the work center:

(1) An SOP must be posted in the work center and at the point of issue.

(2) All prerequisite safety training must be completed by the worker and supervisor. This includes "Hazardous Material Safety" and "Respirator Training" (if required).

(3) MSDS or HMIS pre-op procedures must be completed by the user. The worker must review the MSDS or HMIS for the materials used.

(4) MSDS or HMIS emergency procedures will be reviewed by the user and emergency equipment pre-positioned, e.g., fire bottle, absorbent.

b. Use of hazardous materials requires direct supervision.

c. PPE shall be worn as directed by the SOP.

d. The work area, tools and equipment, and PPE will be properly cleaned immediately upon completion of the work operation.

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13. Disposal

a. Hazardous waste will be handled with the same care as uncontaminated stock. Containers with expired shelf life, even if never opened, are also treated as hazardous waste.

b. No hazardous material will be disposed of in any way other than by specifically NAVOSH approved procedures. In no case will hazardous waste be dumped in sewage or storm drains, in any dumpster, on the open ground or in unmarked containers.

c. Every effort will be made to limit the quantity of waste and to avoid mixing hazardous wastes with non-hazardous wastes. (Disposal of hazardous waste is expensive and often times dump sites are not available).

d. Command hazardous waste sites must have an impermeable floor, a secondary containment dam, suitable containers with covers and be properly marked as to contents.

e. Hazardous waste shall be stored by type. Each container will be clearly labeled with the type of material stored.

(1) Hazardous Waste Containers. Hazardous waste awaiting pick-up by PWC will be stored only in NAVOSH approved containers.

(2) At a minimum paint/thinners, oils, and Alodines/Oxidizers will be separated from each other.

f. Work Centers will submit to Code 40 a memo signed by their respective department head requesting hazardous waste pick-up. Material Support will compile and submit a completed DD Form 1348-1 to Supply and arrange transportation.

Spills

a. Work centers will take immediate steps to limit and contain spills of hazardous materials. Absorbent materials such as Safestep, NSN 7930-01-145- 5797, are available. Hand absorbent material can be used for small spills. For larger spills a berm should be created around the spill. Spills will not be flushed down drains. Personnel shall consult appropriate MSDS for guidance in responding to spills.

b. Work centers will treat adsorbents used for cleaning up spills as hazardous waste.

Hazardous Material Labeling

a. Hazardous warning markings and labels are necessary to clearly show the hazardous nature of the contents of packages at

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all stages of storage, handling, use, and disposal. When unit packages are removed from shipping containers, the continuity of information must be preserved. The label shall identify the hazardous chemical(s) contained and provide appropriate hazard warnings. Personnel purchasing hazardous material should ensure that all hazardous material received is labeled Per section 1200 of reference (g). If the material is not properly labeled, the manufacturer, distributor, or importer should be contacted immediately regarding the labeling requirements.

b. The use of the National Fire Protection Association (NFPA) label is no longer required. In lieu of the NFPA label, all containers containing hazardous materials will be label to show, at a minimum:

(1) The name and address of the manufacture, distributor, or authority responsible for the manufacture or distribution of the material.

(2) The name of the product as it appears on the MSDS

(3) The hazard associated with the material

c. Information for completing labels can be obtained from MSDS's, NFPA 49, the HMIS's, and from hazardous material reference books, such as "Dangerous Properties of Industrial Material", by Irving Sax, and "Industrial Hygiene and Toxicology", by Frank A. Patty.

d. Application of Labels. As units are removed from the shipping container, label(s) similar to those on the container shall be applied to the unit packages. When hazardous materials are dispensed from one container to another, the appropriate label(s) shall be applied to the receiving container. Labels shall be placed so as not to obscure other warnings, instructions, or product information. The Hazardous Material Control Officer will ensure procedures are in place to label all hazardous material containers.



T J BERNSEN

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FASOTRAGRUPACINST 5216.2T  
Lists A and B